



## DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett  
County Executive

(240) 777-6300  
<http://www.montgomerycountymd.gov/permittingservices/>

Carla Reid  
Director DPS

**CONFUSED ABOUT  
ALL THOSE PERMITTING RULES AND REGULATIONS?  
WOULD YOU LIKE ONE POINT OF CONTACT TO GET YOU  
THROUGH THE PERMITTING PROCESS?  
REQUEST A CASE FACILITATOR!  
Customer Service Division**

**A case is a construction project that is deemed to be:**

- ◆ Complex (i.e. large commercial construction or unique homes ) ;
- ◆ Unique in nature ( i.e. new building concept) ;
- ◆ Place of Worship;
- ◆ High Profile Projects;
- ◆ Time Sensitive ( i.e. collapsed or unstable structures ) ; and
- ◆ Green Tape Projects ( building projects in Silver Spring, Wheaton, Long Branch, and Affordable Housing Projects ) .

**Each case is assigned a Permit Facilitator who will:**

- ◆ Facilitate Pre-Design Consultation Meetings;
- ◆ Inform applicants of the entire permitting process as it relates to their project;
- ◆ Coordinate permit intake, processing, and issuance of all permits;
- ◆ Assist applicants through the permitting process by keeping them informed of their permit status; and
- ◆ Resolve issues that impede the timely completion of the permitting process.